

## **PATHpoints Site-based Employee Wellness Coordinator**

*Updated 8/26/09*

The PATHpoints Site-based Employee Wellness Coordinator is a volunteer position. The position is responsible for promoting and supporting the PATHpoints program in their school building (EHS, CTE, Property Services, Food Service, ADL, Fleming, Summit, Hiawatha, Westford, EJRP and Central Office). The coordinator shall receive a stipend of \$300.00 in recognition of their service.

### **Essential Functions and Responsibilities:**

- Establish and maintain an active building-level wellness team.
- Collect relevant data to establish programming needs.
- Coordinate and oversee approved employee wellness activities for their building.
- Lead the school wellness team in completing the PATH *School Employee Wellness Baseline Assessment* and develop a building wellness plan based on needs identified in the Assessment
- Attend SU-wide meetings to review all building wellness plans and prioritize a SU-wide Action Plan for SU matching funds.
- Coordinate with the CCSU PATHpoints Employee Wellness Champion and assist in efforts to enroll staff in PATHpoints and complete individual programs (Healthy Life Survey, EAP, Coaching, Adventures, etc.).

### **Supervision Received:**

- Reports to and receives direction from the PATHpoints Employee Wellness Champion.

### **Qualifications, Knowledge and Skills:**

- Understands and embraces the fundamental goals and objectives of the PATHpoints program
- Able to communicate effectively verbally and in writing
- Possesses appropriate technology skills to communicate electronically
- Able to work effectively with others to achieve program objectives
- Able to organize and facilitate small groups